ZEPHYR INTERIOR DESIGN ACADEMY

Hub guide: Admin Hub

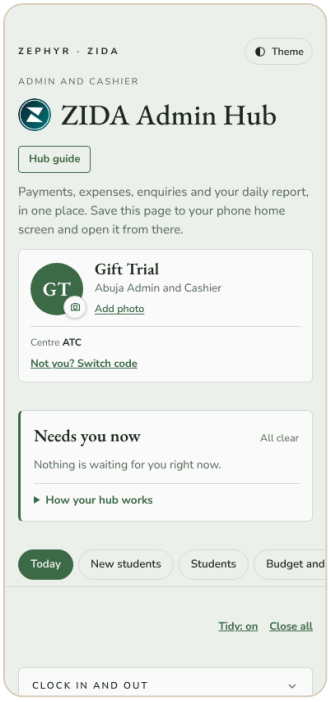
> Welcome to your Admin Hub. It brings your daily work into one place, so nothing depends on memory.
> This guide walks you through it, card by card. Keep it open the first few times.

Who this hub is for

Admin Hub is for the Abuja Admin.

Opening and signing in

1. Open https://zida-team.netlify.app/admin/ on your phone or computer.
2. Enter your hub code once. Get your code from Operations privately; never share it or post it in a group.
3. The hub remembers your code on that device. On a phone, add it to your home screen: Share, then Add to Home Screen (iPhone) or the menu, then Install app (Android).
4. Tap Hub guide at the top of the hub at any time to come back to this guide.



The top of the Admin Hub on a phone: the tabs and Needs you now

Your routine

Every day

- Clock in when you arrive.
- Record every payment the same day, with the proof link.
- Log enquiries and send your Daily Report by 5pm.

Each week

- Follow up fees that are late or on hold.

On Friday

- Check that every receipt is matched before the weekend.

Your hub, section by section

The sections in the order you see them. Some sit under tabs at the top: tap a tab to switch.

Finding your way: tap a tab to switch. Close all at the top of a tab closes every card in it (Open all opens them). With Tidy on, opening one card closes the others; it is on by default on a phone and you can switch it on or off. Cards with something waiting open by themselves.

Tab: Today

Clock in and out

Records when you arrive and leave, with your fingerprint or face check.

1. Tap Clock in when you arrive.
2. Allow location so the hub knows you are at the centre.
3. Tap Clock out when you leave.

Today's tasks

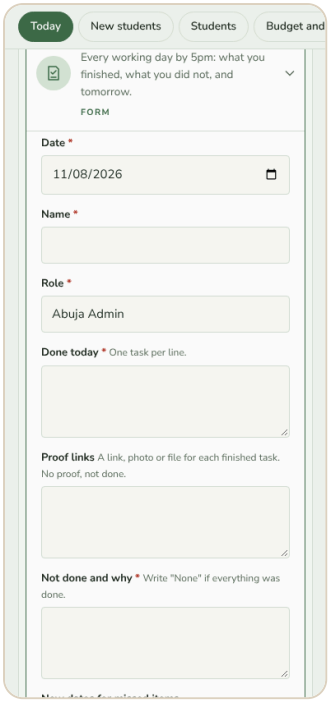
Your tasks for today: standing duties, tasks from the Managing Director and class tasks.

1. Do each task.
2. Tick it when it is done; add a note or link if asked.
3. Unticked tasks become overdue after their time.

Payments not in account

Student payments that need a check.

1. Check each one against the bank.
2. Mark it matched, or flag it as not in the account.



A form opened on the Admin Hub: fill in each field, paste links, then Submit

Every day

The forms you use every day.

1. Tap the form you need to open it.
2. Fill in each field. For proof, paste a Google Drive or social media link: files cannot be uploaded.
3. Tap Submit. You see "Sent today" on the form.

Money

The forms you use every day.

1. Tap the form you need to open it.
2. Fill in each field. For proof, paste a Google Drive or social media link: files cannot be uploaded.
3. Tap Submit. You see "Sent today" on the form.

Request a payment

Ask for money ZIDA needs to pay. The Managing Director approves before anything is paid.

1. Open the form and say what it is for, how much and who is paid.
2. Paste a link to the quote or invoice.
3. Tap Submit. You are told when it is approved and paid.

Enquiries and office

The forms you use every day.

1. Tap the form you need to open it.
2. Fill in each field. For proof, paste a Google Drive or social media link: files cannot be uploaded.
3. Tap Submit. You see "Sent today" on the form.

Requests from reports

Requests you added to your reports, and their answers.

1. Add a request at the end of any report.
2. The answer shows here, and you are emailed.

Reviews of your reports

The Managing Director's review of each report.

1. Good: nothing to do. A note may be added for you.
2. Needs action: do what is asked, write what you did and tap Done.

Tab: New students

Record a new student's payment

Record a new student's payment. The amount is set by the fee list.

1. Enter the name, email, phone and programme.
2. Choose the date received and paste the proof link.
3. Tap Record. The student gets a receipt and a registration code by email.

Registration link

The link a new student uses to register.

1. Copy it or share it on WhatsApp.

Unmatched registrations

Student payments that need a check.

1. Check each one against the bank.
2. Mark it matched, or flag it as not in the account.

Student payments recorded

Student payments that need a check.

1. Check each one against the bank.
2. Mark it matched, or flag it as not in the account.

Tab: Students

Students and fees

Students, their invoices and payments, and anyone late or on hold.

1. Search for a student to see their invoices.
2. Record payments against the right invoice.

Kit issued and no-shows

Open the card to see its details.

1. Open the card.
2. Follow the note under it.

Part payment plans

Part payment plans you create for a student.

1. Enter the student and the reason.
2. The standard plan needs no approval; other terms go to the Managing Director.

Student Requests

Requests students send from their hub.

1. Open each request and act on it by its due date.
2. Mark it done: the student is told automatically.

Fees late or on hold

Students, their invoices and payments, and anyone late or on hold.

1. Search for a student to see their invoices.
2. Record payments against the right invoice.

Offers you may tell prospects

Offers you can tell people who enquire.

1. Read it before you quote a price.

Fees feedback from students

What students say about fees, facilitators and the hub.

1. Read it weekly.
2. Act on anything that needs a follow-up.

ZIDA Pro Practice sale

Open the card to see its details.

1. Open the card.
2. Follow the note under it.

Tab: Budget and discounts

Budget left this month, Abuja

What is left in this month's budget, per category.

1. Check it before asking for a payment.
2. Over-budget requests go to the Managing Director.

Discounts

Discounts that are active, and requests for new ones.

1. Read the active discounts before you quote a price.
2. Only the Managing Director approves a discount.

Tab: Code, HR and links

Your hub code

Your personal hub code for this device.

1. Enter it once. Get it from Operations privately.

Links

Quick links to the sheets, documents and hubs you use.

1. Tap a tile to open it in a new tab.

HR

Leave, appraisal, your records and the staff policies.

1. Open the HR Hub to ask for leave or report an absence.
2. Read the policies when you need them.

Reports, requests and links

- Daily Report: what you finished (one task per line), proof links, what you did not finish and why, and tomorrow's plan.

- Requests: add a request at the end of any report: an approval, an item, money or help. The answer comes back on your hub.
- Links: paste a Google Drive or social media link. Files cannot be uploaded here.

Clock in and out

1. Tap Clock in when you arrive, and allow your fingerprint or face check and your location.
2. Tap Clock out when you leave.
3. Forgot? Tell Operations the same day so your record can be corrected.

What happens after you submit

- Your report goes to your line manager and the Managing Director. You see "Sent today" on the form.
- Payment requests go to the Managing Director first, then Finance pays and records the proof.
- Reviews, decisions and answers come back to your hub, and by email when there is something to read or do.

Questions

I see "Slow connection, still saving..."

Wait: it is still saving. Do not tap Submit again. If it fails, you see a message and can try once more.

I forgot to clock out

Tell Operations the same day so your record can be corrected.

Someone else's name shows at the top

Tap Not you? Switch code under the name, then enter your own code. Each hub keeps its own code on your device.

I made a mistake in something I sent

Send it again with the correction and say so in the notes, or tell your line manager. Nothing is lost.

Feedback on this guide

Reply to the Monday email with anything unclear or missing. Your feedback shapes the next version.
